

Sandy Bottom Nature Park

1255 Big Bethel Rd. Hampton, VA 23666
Phone: 757-825-4657 Fax: 757-825-4658

Dear Caterer,

This letter contains reminders for your use of facilities at Sandy Bottom Nature Park. Please review the following rules, sign and send it back. **Your permit must be on file with Sandy Bottom Nature Park one week prior to the reservation date.**

- 1) Please make yourself familiar with the rules governing the use of the facility/facilities involved regarding set-up and take down of all equipment and clean-up being the responsibility of the client/caterer. This includes the kitchen area if used.
- 2) All deliveries **MUST** be scheduled during the reservation hours. Please make sure rental and delivery companies are aware of this policy.
- 3) All catered food **MUST** be prepared **PRIOR** to the reservation event. The use of SBNP's kitchen is to be limited to initial set-up and take-away. The kitchen is **NOT** large enough to accommodate tables or chairs, which might block doorways. **The kitchen is for the use of the Nature Center, its guests, and employees and it should always be accessible for them.**
- 4) There will be **NO** overnight storage of food in park refrigerators or cabinets. Usage of refrigerator is limited to **one hour prior** to the scheduled event.
- 5) Caterers and helpers must use their **OWN** utensils, plates, bowls, glasses, etc.
- 6) All doors are to remain open at all times unless closed by SBNP personnel. **Caterers are not to block hallways, vestibules, or closet areas with tables or chairs. This is a Fire Department regulation and must be adhered to.**
- 7) Caterers may unload food and other needed items at the back entrance to the Nature Center after receiving permission from a ranger/ranger aide. Upon unloading, the caterer must move their vehicle and park in designated areas only. The road to the Nature Center is accessible next to the entry to the parking lot in front of the Nature Center.
- 8) All trash **MUST BE REMOVED** from the Nature Center and either taken with the caterer or disposed of at the Park Ranger Station trash dumpster. **DO NOT put trash bags filled with trash on the carpet.**
- 9) **No alcoholic beverages are allowed anywhere in the park.**
- 10) Use of profanity, yelling of orders to subordinate staff will **NOT** be tolerated in the Nature Center. The Nature Center has other park guests that do not appreciate rude behavior.
- 11) Caterers and catering personnel must be courteous to park personnel and park guests. Any problems that may arise must be addressed in a calm, professional manner. Please direct inquiries to the Reservationist. **If the reservationist is unavailable, leave a message expressing your concern with another park staff member.**

If any of the aforementioned rules in this agreement are not strictly adhered to, a warning will be issued. A second infraction will result in exclusion from all Sandy Bottom Nature Park facilities.

Any flagrant misuse or violation of these rules will be cause for immediate expulsion from the premises. Sandy Bottom Nature Park will NOT assume any responsibility financially or otherwise because of expulsion.

Your signature will acknowledge that you have read and agree to abide by the rules for Caterers at Sandy Bottom Nature Park.

A copy of this agreement will be kept on file for one year. After one year the contract will be reviewed, and renewal of the agreement may be allowed.

Company Name: _____

Address: _____

Phone # _____ **Fax #** _____

Caterer's Signature: _____ **Date:** _____

Print Caterer's Name: _____

Date of Event that you are to cater: _____

Name of person for whom you are catering: _____